# AGENCY ADMINISTRATION OF THE FEDERAL EMPLOYEES' RETIREMENT SYSTEM ACT OF 1986

# IMPLEMENTATION PROCESS

## May 1986

\*D/Pers briefing

\*Employee Bulletin and WWSB) summarizing provisions

\*Formalize Working Group

-will include reps from OP (chair), OF, OIT, Nume
Comptroller, and a focal point with OGC

\*Formalize Policy Group

-will include ADD/Pers/EBS (chair) and an OF designee

#### June 1986

\*Briefing of RD employees.

\*Briefing of component personnel officers ROB Mogue Deal No.

\*Briefing of Agency employees

\*Development of procedures for in-house administration—NOW WYOUS in coordination with OF, etc.

\*Determine OP organization and manpower requirements—Rudged—

\*Maintain contact with HPSCI/SSCI to keep abreast of—more (v.)

Thrift Board establishment

\*Obtain management approval to implement procedures—Attalled Stuff

# July 1986

- \*Work with OIT in developing appropriate automated systems
- \*Discuss our requirements with the Thrift Board
- \*Begin writing regulations in coordination with OF and  ${\sf OGC}$

## August/September 1986

- \*Complete regulations
- \*Have regulations approved by appropriate Agency official
- \*Finalize arrangements with OPM and Thrift Board

## October 1986

- \*Submit regulations to HPSCI and SSCI
- \*Prepare briefing materials for EOD packets on Thrift Plan
- \*Employee Bulletin on Thrift Plan options
- \*Begin development of package for pre-1984 employees' use in considering options to transfer from CSRS to FERS

## November 1986

\*Seminars on Thrift Plan options

## December 1986

- \*Start EOD briefings on retirement
- \*Briefings of RD employees on new in-house procedures and regulatons

#### January 1987

\*In-house procedures take effect

#### March 1987

\*Briefing of RD employees and component personnel officers on options for transfer from CSRS to FERS

## April 1987

\*Employee Bulletin on transfers from CSRS to FERS

July-December 1987

\*Process transfers from CSRS to FERS

## THRIFT PLAN ADMINISTRATION

OP briefings on Thrift Plan to all employees and distribution of election forms.

OP will receive completed forms, create a paper file, enter data into computer.

OF receives data from OP system, creates account numbers compatible with Thrift Plan's system, remits withholdings to Thrift Plan.

Our accounts set up with Thrift Plan by account numbers only.

Thrift Plan issues annual statements to OF for distribution to our employees.

Request by employees for loans or information on balances, etc. are handled by OP.

Third party inquiries received by Thrift Plan and forwarded to OP.

OP prepares response exactly as Thrift Plan would and send to third party.

Tax data required on W-2P's sent to SSA via magnetic tape procedure currently used.

Account identification data modified by cleared contacts at Thrift Plan for transfers in and out of the Agency.

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#### CIVIL SERVICE ADMINISTRATION

(FOR ALL EMPLOYEES)

OF maintains records of contributions, sends blocks of money to OPM without names, retrieves contributions of new CIARDS participants by an offset to the blocks of money going to OPM.

## Retirees

OP makes final computation of annuity.

Retirement data entered into automated system by RD, interfacing with OF's data base.

OF pays benefits.

OP's Annuitant Section handles insurance and other matters for retirees.

W-2P's issued under OPM legend. Data sent to SSA on magnetic tape through cleared channels.

# Resignees

OF processes refund applications and withholds amounts paid from contributions sent to OPM. OPM gets no individual records.

Statements of interest received are sent to resignees under OPM legend.

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